Army National Guard

Travel Per Diem and Entitlements

05 May 2004

Introduction: The National Guard Bureau would like to thank you for your selfless service. As a mobilized ARNG soldier, we want you to know that we are here to help. This flyer was designed to provide you useful information regarding your travel entitlements as authorized on your orders. Contingency Travel in Indianapolis, IN pays all travel claims for mobilized Soldiers supporting contingency operations. Detailed information on submitting claims or inquiries is available at http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp or call 1-888-332-7366 or DSN 699-0300. If you cannot get the answers you need regarding your travel pay, you can always telephone 1-877-ARNGPAY (1-877-276-4729) or e-mail ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL.

•**Per Diem.** Per diem is a travel allowance that comprises a set dollar amount for lodging and a set amount for meals. These rates are specific to each location. Generally, you will be furnished government mess and lodging when they are available. If you are provided meals and lodging, the daily rate you'll receive for per diem will be $3.00 for stateside locations and $3.50 for overseas locations.

•**Duty While within Local Commuting Distance.** If you are within the local commuting distance (which will be established by the commander) of your mob location or duty location, you are not entitled to any per diem.

•**Statement(s) of Non-Availability.** The installation commander at your mobilization or duty location will determine if government-provided lodging and meals are available. If not available, then you will be provided a Statement of Non-Availability for meals and/or lodging. It is possible that you can have one but not the other. This document is required for you to be reimbursed for either lodging or meals.

•**Privately Owned Vehicle (POV).** You may use your POV as transportation from your home of residence to the assigned mob station and/or duty location. Additionally, you will need to keep in mind that the total payment of travel reimbursement will not exceed the government's cost had government procured transportation been used between locations (i.e., cost of airline ticket).

•**In and Around Mileage.** There is no authorization for the payment of in and around mileage while on temporary change of station orders for Noble Eagle/Enduring Freedom/Iraqi Freedom. You may be authorized in and around mileage while on TDY orders (DD Form1610/Format 400). If you are authorized in and around mileage, you must keep a log showing the required miles driven and submit a copy of this log with your travel voucher to get reimbursed mileage.

•**Rental Vehicles.** Your orders will indicate if you are authorized use of a rental car. When you are authorized the use of a rental vehicle for official business, you will be reimbursed the rental cost, taxes and fuel. You will not be reimbursed for any additional insurance coverage purchased while stateside.

•**Storage of Household Goods (HHG).** If authorized on your orders, you are eligible for reimbursement of HHG for the period of the contingency operation. The Transportation Officer's approval is required before you can be reimbursed for any of the storage fees.

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•**Excess Baggage.** Your orders may authorize excess baggage traveling to your next duty location as accompanied baggage only. Items authorized to transport are valid individual clothing or equipment. No unit equipment or personal HHG will be authorized as excess baggage.

•**Laundry.** You are eligible to claim laundry expense in addition to your per diem, but only while stationed in stateside duty locations. Maximum amount reimbursed is $2.00 per day, which must be claimed as a reimbursable expense. You must be on duty for 7 consecutive nights to be eligible for reimbursement.

•**ATM Fees.** Bank fees and ATM fees must be claimed separately. Bank fees are fees charged by the bank to use the ATM machine. ATM fees will be limited to 3% of the amount authorized for a cash advance per month on your government travel card. Personal ATM fees are reimbursed when your orders state that you are not eligible, or the approving official may include a remark on the DD 1351-2 stating you are not eligible for the government travel card.

•**Official Phone Calls.** Official phone calls are only reimbursed with the approving officer's signature in block 21a of the DD 1351-2 unless authorized reimbursement on TDY orders (DD 1610/Format 400).

•**Reviewing Travel Vouchers.** All travel vouchers must be reviewed and signed by a person designated by your unit commander before submission for payment. The reviewer is responsible for looking over your travel claim (DD 1351-2) to ensure all the appropriate blocks are filled out correctly and the travel matches the orders attached with the travel claim. The most common errors on travel payments are missing orders, missing lodging receipts and owner/operator (block 16 on DD 1351-2) not checked. Claimant and supervisor signatures (blocks 20a-d) *must* be completed in order for the claim to be processed.

•**Individual Government Travel Card.** The use of the government travel card is discouraged; if you already have a government travel card, it will be deactivated from the losing Account Program Coordinator (APC). The gaining active component (AC) commander will determine whether or not mobilized ARNG soldiers require individual government travel cards. The purpose of the individual government travel card is to pay for reimbursable travel expenses incurred in the performance of official government travel, including lodging, transportation, rental cars, fuel, meals, ATM advances and other incidental expenses, unless otherwise specified.

Don'ts with the Government Travel Card. The government travel card is to be used for official government related travel expenses only. All charges placed on your card are monitored to ensure compliance. The following are examples of items that you **CANNOT** ~~purchase using the travel charge card: Uniform items, prescriptions, school supplies,~~ distance learning fees, membership dues, purchases at drinking establishments, and never use the card to pay for another individual's travel expenses.